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**Helena Business Improvement District**

**Board of Trustees Meeting**

**Thursday, Feb 9, 2017, 4:00 p.m.**

**Valley Bank Community Room**

**AGENDA**

**Mission Statement:** The Helena Business Improvement District is a leader, facilitator, provider and advocate for a planned, creative program that results in the continual improvement of property values and properties in downtown Helena.

1. Welcome & Introductions
2. Public Comment
3. Glenn Jorgenson, City Finance Presentation on financial reporting options 10 min
4. Consent Agenda 10 min
   1. Minutes from Jan 12
   2. Jan Program Coordinator’s Report
   3. ED Report for January
   4. Work Plan Progress Report
   5. Dec & January Financials & Notes
5. Helena Citizen’s Council – Maintenance on Walking Mall (P. Pacini) 10 min
6. Downtown Helena, Inc. – Update (R. Ahmann) 10 min
7. Officer Elections (R Riley) 10 min
   1. Board Chair
   2. Vice Chair
8. Committee Reports 30 min
   1. Executive (R. Riley & M. Roylance)
      1. Board member recruitment
      2. transition update
   2. Marketing and Communications (J. Merickel)
      1. Website
      2. Newsletter
      3. Master Plan Marketing Campaign
   3. Streetscape (M. Roylance)
      1. Joint Meeting Prep for Tuesday (discussion)

* 1. Downtown Master Plan (All)
     1. Public Market grant update
     2. Façade Improvement Grant Update
     3. Zoning Update
  2. Advocacy (Al & all)
     1. Central School Demolition Permit
     2. Way Finding

1. Old Business 5 min
   1. Public Art Update on Jackson
2. Updates 5min
   1. Board retreat in March
   2. Upcycling old banners
   3. Spring Service Day with DHI
3. News & Announcements 5 min
4. Adjourn

**ADA NOTICE**

The City of Helena is committed to providing access to persons with disabilities for its meetings, in compliance with Title II of the Americans with Disabilities Act and the Montana Human Rights Act. The City will not exclude persons with disabilities from participation at its meetings or otherwise deny them the City’s services, programs, or activities. Persons with disabilities requiring accommodations to participate in the City’s meetings, services, programs, or activities should contact the City’s ADA Coordinator, Elroy Golemon, as soon as possible to allow sufficient time to arrange for the requested accommodation, at any of the following:

(406) 447- 8490 TTY Relay Service 1-800-253-4091 or 711 [citycommunitydevelopment@helenamt.gov](mailto:citycommunitydevelopment@helenamt.gov)

316 North Park, Avenue, Room 440, Helena, MT 59623

**Next BID Board Meeting – Mar 9, 2017 – 4:00 pm Valley Bank Community Room**

**Election of officers Bylaws (for reference)**

**Article 3 – Officers**

**3.01 Number and Qualifications**

The HBID is not a corporate entity and therefore is not required to have those officers required of corporation. The HBID shall have two officers, chair and vice-chair who are trustees. The executive director is an officer of the HBID without voting rights.

**3.02 Election**

Officers are chosen by and serve at the pleasure of the Board. Officers shall be elected at the annual meeting of the Board. Upon approval by the Board, officers may sign all official documents on behalf of the HBID and shall have other duties as the Board directs.

**3.03 Term**

Officers shall serve one year or until their replacements are elected. Officers may not serve more than three consecutive terms.

**3.04 Chair**

The chair shall lead the Board in the performance of its duties and responsibilities, including, if present, presiding at all meetings of the Board and other duties required by these Bylaws or prescribed by the Board. The chair, along with the executive director of the HBID shall be the exclusive spokespersons for the HBID.

**3.05 Vice Chair**

The vice chair will perform all the duties and exercise all the powers of the chair when the chair is absent or otherwise unable to act. The vice chair will perform any other duties prescribed by the Board.

**3.06 Removal and Resignation**

At any regular or special meeting any officer may be removed by a majority vote of the Board for failure to carry out the duties of the office as prescribed by these Bylaws, conduct detrimental to the HBID, or lack of sympathy with the stated purpose of the HBID. Any officer proposed to be removed is entitled to five business day’s notice of the meeting at which the removal will be considered and may address the Board at such meeting. Officers may resign their office by presenting written notice to the Board. Any officer vacancy will be filled by the Board at its next regular meeting for the remaining unexpired term.